

# Grocery Store Ergonomics for Management

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Location:  
Effective Date:  
Revision Number: 1

## Purpose

This ergonomic policy for managers is designed to help support worker safety. The information in this policy is based on OSHA's latest voluntary ergonomics guidelines for retail grocery stores and successful grocery store industry practices used to reduce or lessen the severity of potential work-related musculoskeletal disorders (MSDs). The term MSD refers to a variety of injuries and illnesses, including the following:

- Muscle strains and back injuries that occur from repeated use or overexertion
- Tendonitis
- Carpal tunnel syndrome
- Rotator cuff injuries (a shoulder problem)
- Epicondylitis (an elbow problem)
- Trigger finger (occurs from repeated use of a single finger)

This policy contains guidelines that address only physical factors in the workplace that are related to the development of MSDs. It is designed to provide a flexible framework for ergonomic solutions in which individual store managers can adapt according to individual needs and resources. Company management personnel should consider adopting the general steps discussed in this policy and are encouraged to incorporate other innovative methods that are appropriate to the workplace.

## Benefits of Instituting this Policy

Grocery stores that have implemented injury-prevention efforts focusing on musculoskeletal and ergonomic concerns have reported reduced work-related injuries and associated workers' compensation costs. Fewer injuries can also improve morale, reduce employee turnover and discourage senior employees from retiring early. Workplace changes based on ergonomic principles may also lead to increased productivity by eliminating unneeded motions, reducing fatigue and increasing worker efficiency. Healthier workers, better morale and higher productivity can also contribute to better customer service.

## Management Support

Management support for reducing MSDs and communicating support to employees is very important. Management support improves our grocery store's ability to maintain a sustained effort, allocate needed resources and follow up on program implementation. As part of this effort, managers are encouraged to do the following:

- Develop clear ergonomic goals
- Express the company's commitment to achieving them
- Assign responsibilities (e.g., training, job analysis) to designated staff members to achieve goals
- Ensure that assigned responsibilities are fulfilled
- Provide appropriate resources

## Involve Employees

Employees are a vital source of information about hazards in their workplace; they can help identify hazards and solve problems. Their involvement can enhance job satisfaction, motivation and acceptance of workplace changes. There are many different ways you can involve employees in our ergonomics efforts, such as by inviting employees to:

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- Submit suggestions and concerns
- Identify and report tasks that are difficult to perform
- Discuss work methods
- Provide input in the design of workstations, equipment, procedures, and training
- Help evaluate equipment
- Respond to surveys and questionnaires
- Report injuries as soon as they occur
- Participate fully in MSD case investigations
- Participate in task groups with responsibility for ergonomics

### **Identify Problems**

Grocery store work can be physically demanding. Many workers handle thousands of items each day when stocking shelves, checking groceries, decorating bakery items, and preparing meat products. These tasks involve several ergonomic risk factors, including the following:

- **Force:** The amount of physical effort required to perform a task (such as heavy lifting, pushing, or pulling), handle merchandise or maintain control of equipment or tools.
- **Repetition:** Performing the same motion or series of motions continually or frequently for an extended period of time.
- **Awkward and static postures:** Assuming positions that place stress on the body, such as prolonged or repetitive reaching above shoulder height, kneeling, squatting, leaning over a counter, using a knife with wrists bent, or twisting the torso while lifting.
- **Contact stress:** Pressing the body or part of the body (such as the hand) against hard or sharp edges, or using the hand as a hammer.

When there are several risk factors in a job, there can be a greater risk of injury. However, the presence of risk factors in a job does not necessarily mean that employees will develop an MSD. Whether certain work activities put an employee at risk of injury depends on the duration (how long), frequency (how often), and magnitude (how intense) of the employee's exposure to the risk factors from the activity.

It is important to periodically review the activities of employees to identify possible ergonomic issues. This may include a review of OSHA 300 and 301 injury and illness information, workers' compensation records, and employee reports of problems. You can also identify ergonomic issues by talking with employees and walking through the grocery store to observe employees performing their jobs. Appropriately use the following checklists to help analyze tasks and ergonomic risks in the workplace.

### **Workplace Activity Checklist:**

The following checklist is designed to help managers assess potential ergonomic risk factors by workplace activity. If the answer to any of the following questions is yes, the activity should be further reviewed:

#### **Force in Lifting**

- Does the lift involve pinching to hold the object?
- Is heavy lifting done with one hand?
- Are very heavy items lifted without the assistance of a mechanical device?
- Are heavy items lifted while bending over, reaching above shoulder height, or twisting?
- Are most items lifted rather than slid over the scanner?

#### **Force in Pushing, Pulling, Carrying**

- Are dollies, pallet jacks, or other carts difficult to get started?

- Is there debris (e.g., broken pallets) or uneven surfaces (e.g., cracks in the floor) or dock plates that could catch the wheels while pushing?
- Is pulling rather than pushing routinely used to move an object?
- Are heavy objects carried manually for a long distance?

#### **Force to Use Tools**

- Do tools require the use of a pinch grip or single finger to operate?
- Are tools too large or too small for the employee's hands?

#### **Repetitive Tasks**

- Are multiple scans needed?
- Is a quick wrist motion used while scanning?
- Do repetitive motions last for several hours without a break (e.g., slicing deli meats, scanning groceries)?
- Does the job require repeated finger force (e.g., kneading bread, squeezing frosting or using pricing gun)?

#### **Awkward and Static Postures**

- Is the back bent or twisted while lifting or holding heavy items?
- Are objects lifted out of or put into cramped spaces?
- Do routine tasks involve leaning, bending forward, kneeling or squatting?
- Do routine tasks involve working with the wrists in a bent or twisted position?
- Are routine tasks done with the hands below the waist or above the shoulders?
- Are routine tasks done behind (e.g., pushing items to bagging) or to the sides of the body?
- Does the job require standing for most of the shift without anti-fatigue mats?
- Do employees work with their arms or hands in the same position for long periods of time without changing positions or resting?

#### **Contact Stress**

- Are there sharp or hard edges with which the worker may come into contact?
- Do employees use their hands as a hammer (e.g., closing containers)?
- Does the end of the tool/utensil (knife) handle press into the worker's palm?

#### **Identifying Potential Job-Specific Ergonomics Concerns Checklist:**

The following checklist is designed to help managers assess potential job-specific ergonomic risk factors. If the answer to any of the following questions is no, the activity may be a potential source of ergonomic concern, depending on the duration, frequency and magnitude of the activity:

##### **Cashiering**

- Are items within easy reach?
- Are keyboard supports adjustable?
- Can the cashier work with items at about elbow height?
- Can the display be read without twisting?
- Are all edges smoothed or rounded so the cashier does not come into contact with sharp or hard edges?
- Are objects easily scanned the first time?

- Are objects scanned without twisting hand motions?
- Can cashiers scan heavy/bulky/awkward items without lifting them?
- Are the scale, conveyor and horizontal scanner plates all the same height?
- Is the scanner plate clean and unscratched?
- Does the cashier have an anti-fatigue mat and/or footrest?

#### **Bagging and Carry Out**

- Can the bagger adjust the height of the bag stand?
- Are all edges smoothed or rounded so the bagger does not come into contact with sharp or hard edges?
- Do bags have handles?
- Can the bagger put bags into cart without leaning over the checkstand or twisting the back?

#### **Produce**

- Are knives kept sharp?
- Are worktables and other surfaces positioned so that the work can be performed at about elbow height?
- Are carts used to move heavy items?

#### **Shelf Stocking & Stockrooms**

- Are step stools/ladders used to reach high shelves?
- Is stocking performed with minimal twisting or bending?
- Do totes and boxes have handles?
- Are gloves used for handling cold items?
- Are box cutter blades sharp?
- Are carts used to move heavy items?
- Are carts or pallet jacks used to keep lifts at waist height?
- Are lightweight pallets used?
- Are box weights within the lifting ability of employees?

#### **Bakery**

- Are counter heights and widths appropriate for employees?
- Are carts used to move heavy items?
- Are routine job tasks performed without holding hands/wrists in a bent or twisted position?
- Is work being performed at about elbow height?

#### **Meat and Deli Related Tasks**

- Are knives kept sharp?
- Are counter heights and widths appropriate for employees?
- Are scales, grinders, slicers and other machines positioned so that the work can be performed at about elbow height?
- Are routine job tasks performed without holding hands/wrists in a bent or twisted position?
- Are box weights within the lifting ability of employees?

- Are tool handles the right size (not too large or too small) for the worker?

## Storewide Ergonomics Solutions

To avoid injury, the following storewide ergonomic principles include safe work practices that all employees can follow to reduce their risk of injury. This includes proper grips, grasps and lifting techniques:

- **Power Grips:** A power grip can be described as wrapping all the fingers and the thumb around the object that is being gripped. It is sometimes described as making a fist around the object being gripped. The power grip can be used for many items, including bags, cans, and small boxes. A power grip uses the muscles of the hand and forearm effectively. Consequently, a one- or two-handed power grip should be used whenever possible. When the item to be grasped is too heavy or bulky to lift with a one-hand power grip, use two-hand power grip.
- **Power Grasps:** A pinch grasp should never be used when a power grip can be used instead. However, a pinch grasp is acceptable for small, light items.
- **Lifting:** Most grocery store jobs involve some lifting. OSHA does not make a specific recommendation regarding a maximum lifting amount but recommends considering the employees' physical abilities and the number of times a lift must occur. Additional lifting assistance depends on the weight and size of the object, how frequently the object is lifted, how close the object is to the ground, how high it must be lifted, how far it must be carried and whether it has handles. For bulky, awkward, or heavy items (over 50 lbs.), employees should utilize a dolly or cart, or seek assistance from a co-worker.

Some helpful lifting tips include the following:

- Before lifting boxes and cases, instruct employees to check the weight so they can prepare to lift properly
- Turning the body as a unit to avoid twisting at the waist
- Keeping the item close to their body
- Keeping the back straight
- Using leg muscles to do the lifting
- Lifting smoothly without jerking
- Getting close to where they want to set the item down

Recommended working postures include the following:

- Recommended Working Postures describe body positions that are neutral and comfortable to use. Using postures other than those recommended will generally waste energy and motion, as well as potentially raise an employee's risk of injury. The following are ergonomic tips for specific parts of the body:
  - **Shoulders and Arms:** Keep the shoulders relaxed - not "shrugged-up" or "slumped-down." Keep your elbows close to your body. Keep work at about elbow height.
  - **Head and Neck:** Avoid situations that require twisting the neck or bending it forward, backward or to the side.
  - **Hands and Wrists:** Keep the hands straight and in line with the forearms - avoid twisting hands. Avoid working with wrists pressed against sharp or hard edges.
  - **Back:** Stand straight—avoid situations that require bending (forward or backward), leaning to the side or twisting. A sit/stand stool will allow for changes in posture. For work performed while sitting, a backrest will help maintain proper posture.
  - **Feet and Legs:** Placing a foot on a footrest or other support will promote comfort.
- It is also important for employees to change position frequently and stretch between tasks; this improves circulation and lessens fatigue.

## Best and Preferred Work Zones

- Performing work within the best and preferred work zones facilitates productivity and comfort.
- Best Work Zone:

- As far forward as your wrist when you hold your arm slightly bent
- As wide as the shoulders
- Upper level at about heart height
- Lower level at about waist height
- Preferred Work Zone
  - As far forward as your hand when you hold your arm out straight
  - A foot on either side of the shoulders
  - Upper level at shoulder height
  - Lower level at tip of fingers with hands held at the side
- Work is safest when lifting and reaching is performed in these zones. Working outside these work zones results in non-neutral postures that may increase an employee's risk of injury. It is particularly important to perform heavy lifting tasks within the best work zone.

## **Ergonomic Solutions by Department**

The ergonomic solutions by department section focuses on changes to equipment, work practices and procedures that can help to address ergonomic risk factors, control costs, and reduce employee turnover. These changes may also increase worker productivity and efficiency because they eliminate unnecessary movements and reduce heavy manual work:

### **Stocking**

- Provide thermal gloves for use when stocking frozen foods. Cold temperatures can reduce circulation, causing stress on the hands. If pricing, use a glove with textured fingertips to wipe frost from frozen foods.
- Provide the use of kneepads for stocking low shelves for long periods of time. This reduces the stress on the knees and legs when kneeling.
- Recommend the use of a step stool to reach items on the top of pallets or on high shelves.
- Provide a kneeler or stool for use when working at low shelves for long periods of time. This reduces stress on the knees and legs when squatting and kneeling.
- Rotate stocking tasks to avoid prolonged kneeling, squatting and overhead reaching.
- Recommend using a cart to move items from the pallet to shelving or cases.
- Keep cart wheels well maintained. Wheels that are in poor repair can be difficult to push. Racks or carts with bad wheels should be removed from service until they can be repaired.
- Arrange shelves so that heavy items and fast-moving items are stored within easy reach. This reduces the stress on the body caused by bending or reaching overhead.
- Provide the correct safety cutter for the job. Be sure to supply a left-handed cutter if the employee is left-handed.
- Keep safety cutters sharp. Using dull tools requires more force. Replace cutter blades often.
- Report improperly stacked pallets to the supplier to reduce future problems.
- Ensure that the floor areas are level and free of debris and spills. Repair any floor problems that need repair immediately.
- Provide Use boxes or totes with handholds, where suitable.
- Work with suppliers to get lower weight boxes to reduce the weight manually lifted to 40 pounds or less.
- Use carts with larger wheels so they are easier to push. Use carts with raised bottom shelves so the employee can maintain more neutral body position when lifting or placing cases.
- Ensure that there is adequate room around carts and pallets for lifting tasks. Workers should be able to walk around the pallet or cart, rather than reaching or bending.

- Avoid congestion in grocery store aisles so employees have adequate room to sort cases, open cases, mark merchandise and stock shelves.
- Equip stockrooms and central processing areas with roller bed conveyors and turntables to reduce lifting and carrying. Maintain turntables so they move easily and with little force. Maintain rollers to reduce the pushing and pulling forces needed to handle cases.
- If a turntable is not used, place a flat piece of stainless steel over the end section of the roller bed preferably with a non-stick coating to allow cases to be turned easily. The metal surface should allow the cases to be pushed onto the roller bed easily.
- Use a powered hand jack or scissors-lift to raise pallets to waist height. This prevents picking up cases with a bent back.
- Work with suppliers to obtain freight with pallet load heights that are within a worker's reach.

### **Bakery**

- Position cake-decorating turntables so that the cake is at about elbow height for a more comfortable working position. Adjustable height tables are one solution, but workers can also put a riser under the turntable, use turntables with different heights or put in platforms for shorter people to stand on.
- Use small decorating bags whenever possible to reduce the stress on the worker's hands. The larger the bag, the more force required to squeeze it.
- Have an adequate number of mixing bowls available to reduce the need to transfer icing or batters that are mixed in the store to other containers.
- Provide footrests and anti-fatigue mats in areas where workers stand for prolonged periods.
- Make sure that there is toe-clearance under counters and other work surfaces.
- Put buckets of icing and batter on risers (e.g., small stands or empty buckets) to raise them to the best work zone.
- Use smaller containers of flour, sugar, salt and other supplies to reduce the weights that must be handled.
- Use carts or rolling stands to move heavy items like tubs of dough or bags of flour.
- Keep wheels on bakery carts well maintained.
- Whenever possible, break up continuous activities such as cake decorating and dough handling with less strenuous tasks during the shift.
- Provide a short-handled scoop to put icing into decorating bags. Shorter handles reduce the stress to the wrist.
- Use spatulas, spoons, and other utensils that fit the workers hand (not too wide or too narrow) and are not slippery.
- Work from the long side of baking pans to reduce reaches when handling dough.
- Use ambidextrous scoops that allow workers to use either hand to dispense dough or batter.
- Use powered mixers whenever possible to mix coloring into icing or purchase colored icing. This reduces the stress to workers' hands and arms from manually mixing colors into icing.
- Ensure that the icing is of correct consistency. Icing that is too thick will be difficult to squeeze through decorating bags.
- Consider using cake-decorating methods that require less use of manual frosting bags, such as airbrushes or mechanical dispersers.
- Whenever possible, instruct bakery workers to work from the long side of the donut glazing area to reduce reaches and forces on the back.
- Provide a step stool for reaching items on high shelves.

### **Meat & Deli**

- Keep wheels on racks well maintained.

- Keep all grinders, cutters and other equipment sharp and in good repair. Dull or improperly working equipment requires more force to operate.
- Provide thermal gloves for use in handling frozen items.
- Avoid scheduling employees with continuous cutting or grinding, breaking up these tasks with other, less strenuous tasks throughout the shift.
- Work with suppliers to get meat and other supplies in lower weight boxes to reduce the weight manually handled.
- Utilize a food processor for preparing ingredients for stuffing and other items.
- Arrange the wrapping station so that labels are within easy reach and workers do not have to twist or walk to get to them.
- Remove, round off or pad sharp or hard edges with which the worker may come into contact.
- Mount controls of the roller bed close to the wrap station so that workers can reach it easily.
- Align the roller bed and the wrap station so that employees can slide the trays rather than lift them to the station.
- If overhead storage is necessary, use it for light items such as foam trays.
- Position scales so that they can be used in the best work zone. Scales that are too high or too low for a worker can cause employees to work in awkward positions. If possible, make the scale table adjustable so that all workers can work in comfortable postures. Also, position the scale near the lowest part of the counter so that neither the worker nor the customer has to reach over tall deli cases for meat packages.
- Provide a small stool for employees to sit on when catching and traying meat from the grinder. Squatting and bending at the waist can lead to back and leg discomfort, especially when grinding for long periods of time.
- Look for grinders that do not force the worker to bend over to catch meat or to reach too high to dump meat into the grinder.
- Grind meat into a small lug and move it to a comfortable work surface for traying. This prevents the awkward back posture that results from catching and traying the meat immediately as it leaves the grinder.
- Provide tongs with long handles for reaching items in the front of the case.
- Whenever possible, work from the long side of trays to reduce reaches and the resultant high stresses on the back.
- Avoid working with the hands/wrists held in a bent or twisted position.
- Keep knives sharp. Workers should be trained in the best knife sharpening methods. Knife sharpening systems should be used regularly, and steels and mousetrap sharpeners should be used to keep knives sharp throughout the shift.
- Try different knives to see if they are more comfortable to use. Some designs work well for specific cutting, trimming or portioning tasks and should be considered "special purpose" tools.
- Whenever possible, incorporate adjustable work surfaces into the department. Examples include cutting tables, scales and deli slicers.
- Look for cases and counters that allow workers to serve customers without excessive reaches.
- Use anti-fatigue mats, footrests, and sit/stand stools where workers are required to stand for long periods of time.

## **Produce**

- Keep manual food processing equipment (e.g., knives, slicers) sharp and in good repair.
- Equipment that is dull or is not working properly may require excess force to operate.
- Provide a lightweight short-handled plastic shovel for ice. This tool is less stressful to the body than heavy shovels and allows the worker to move more ice in less time than a hand scoop.
- Consider using a portable ice case to transfer ice to the produce displays.
- Consider using refrigeration rather than ice to cool produce in order to eliminate the need to shovel ice.



- Position scales and wrap stations so that they can be used in the best work zone. Scales that are too high or too low for a worker can cause employees to work in awkward positions. If possible, make the scale and wrap station tables adjustable so that all workers can work in comfortable postures.
- Keep boxes, melons, bags of potatoes and other objects close to the body when lifting and carrying.
- Keep heavy items, such as watermelons, in shipping containers and use a pallet jack to move them.
- Place heavier or fast-moving items on shelves that are in the best work zone.
- Use carts to move heavy items; position carts alongside displays to minimize reaching and carrying.

### **Checkout, Bagging and Carryout**

- Consider a powered in-feed conveyor to help cashiers bring the items to their best work zone, rather than leaning and reaching to get items further up the conveyor.
- Use a "sweeper" to move items on the conveyor within the checker's reach.
- Locate commonly used items such as the cash drawer and printer within easy horizontal reach.
- Place in-feed and take-away conveyor belts as close as possible to the cashier to minimize reaching.
- Consider using checkstands designed with an adjustable sit/stand or lumbar support against which cashiers can lean.
- Remove, round off or pad sharp or hard edges with which the cashier may come into contact.
- Provide footrests for cashiers. Alternately resting the feet helps to reduce fatigue.
- Provide adequate toe space (at least 4 inches) at the bottom of the workstation. Toe space allows cashiers to move closer to the checkstand, decreasing reaching requirements.
- Use footrests and anti-fatigue mats in areas where workers stand for prolonged periods. Standing on anti-fatigue mats, as compared to bare floors, provides a noticeable improvement in comfort.
- Place the conveyor belt electronic eye close to the scanner, but allow sufficient area between the eye and the scanner to orient items and to ensure the belt does not push items into the scanning field.
- Perform work within the preferred work zone.
- Consider using keyboards to enter the quantity of identical products rather than scanning each individual item.
- Use keyboard to enter code if item fails to scan after second attempt.
- Place keyboards on supports that adjust in height, horizontal distance and tilt to keep work within the preferred work zone.
- Use front facing checkstands to reduce twisting motions and extended reaches to the side.
- Adjust the checkstand height to match the cashier's waist height, or provide a platform.
- Place cash register displays at or slightly below eye level.
- Use scan cards or scan guns for large or bulky items to eliminate the need to handle them.
- Set scanners and conveyors at the same height so that cashiers can slide items across rather than lift them.
- Establish a regular maintenance schedule for scanners to clean dirty plates and replace scratched ones.
- Use combined scales/scanners.
- Provide an adjustable-height bag stand. In bagging areas, the tops of plastic bags should be just below conveyor height.
- Advise carryout workers to use carts to carry bags and groceries outside the store.
- Consider using powered-tugs when retrieving carts from the parking area. Powered-tugs facilitate moving more carts with more efficiency and less effort.

## Assessing and Reporting MSD Injuries

OSHA's injury and illness recording and reporting regulation (29 CFR 1904) requires keeping records of work-related injuries and illnesses. Store managers or other designated individuals are responsible for receiving reports of injuries and responding to them appropriately. Federal and state laws prohibit discriminating against employees who report a work related injury or illness (29 U.S.C. 660(c)).

To assess an MSD injury, early indications can include persistent pain, restriction of joint movement, or soft tissue swelling. While some MSDs develop gradually over time, others may result from a single heavy lift. When the symptoms linger or gradually get worse, an MSD may be developing. Sometimes the muscle soreness a worker experiences when starting or returning to a job can be confused with symptoms of MSD injuries. In most cases, muscle soreness from conditioning lasts only a few days. Temporary muscle soreness occurs most often with new employees or workers who are returning to a job after several weeks away.

Keep in mind, MSD are not always work-related. Activities outside of the workplace that involve substantial physical demands may also cause or contribute to MSDs. In addition, development of MSDs may be related to genetic causes, gender, age and other factors. Finally, there is evidence that reports of MSDs may be linked to certain psychosocial factors such as job dissatisfaction, monotonous work and limited job control. This policy addresses only physical factors in the workplace that are related to the development of MSDs.

As required by OSHA's recordkeeping rule (29 CFR 1904), employers should consider an MSD to be work-related if an event or exposure in the work environment either caused or contributed to the MSD, or significantly aggravated a pre-existing MSD.

## Supporting Ergonomic Solutions

Supporting our ergonomic solutions is essential for a successful ergonomics program. The following will help you in your ongoing efforts to support this policy.

### Provide Training

Training is critical for employees to safely use the solutions identified in this policy. Managers are encouraged to integrate ergonomics training into regular workplace activities, such as at new employee orientation or at staff, department or shift meetings. Training topics may include the following:

- Demonstrating proper ergonomic techniques, highlighting the proper tools and work practices for tasks that employees will be performing;
- Overview of the work tasks that may lead to pain or injury and how to recognize MSDs and their early indications;
- The advantages of addressing early indications of MSDs before serious injury has developed
- The grocery store's procedures for reporting work-related injuries and illnesses as required by OSHA's injury and illness recording and reporting regulation (29 CFR 1904). Employees will also benefit from refresher training to address new developments in the workplace and to reinforce knowledge acquired in the initial training.

### Address Reports of Injuries

Employees should report injuries early so that action can be taken to address any potential job-related issues. Early intervention is an effective method of handling potential injuries. Medical treatment and possible work restrictions could be necessary, but attention should be paid to addressing root problems early to avoid more costly actions if injuries are left unaddressed.

### Evaluate Progress

Managers are advised to evaluate the effectiveness of ergonomic efforts and follow-up on unresolved problems. Evaluation and follow-up help sustain continuous improvement in reducing injuries and illnesses, track the effectiveness of specific ergonomic solutions, identify new problems and show areas where further attention is needed. Managers can also keep a list of activities and improvements to track what has been accomplished and provide data on the effectiveness of the initiatives. Management should revise the ergonomics program on a regularly scheduled basis in response to identified deficiencies and communicate the results of the program evaluation and any program revisions to employees.

All employees are required to date and sign the following ergonomics policy. A copy of this notice is included in the Ergonomics Grocery Store Policy for Employees.

## Notice to Employees

All employees are expected and required to actively participate in this program for their own health and well-being. encourages its employees to take a proactive approach in identifying potential hazards by promptly reporting them to their supervisor.

New hire and periodic employee training will be offered. All employees are expected and required to actively participate identifying training needs as well as program development. Programs may consist of classroom and on-the-job modules.

We encourage all employees to report any and all maintenance and malfunction issues immediately to their supervisor. realizes that making sure equipment works properly is a major first step to ensuring everyone's safety.

**Report all accidents and injuries immediately to your supervisor.**

I have read and understand 's Ergonomics Policy, and its requirements and expectations of me as an employee.

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Employee signature

Date